

# MEMORANDUM FOR RECORD

May 17, 2012

Contracting Service  
VA Medical Center  
Saginaw, MI

SUBJECT: Pre-Bid Conference and Site Visit Minutes, [Replace Fire Alarm System](#), Solicitation [VA251-12-B-0060](#)

1. Site visit and pre-proposal conference held on [May 17, 2012](#) at the [Ann Arbor VA Health Care System, 2215 Fuller Road, Bldg 3, Room 03D-3, Ann Arbor, MI 48105](#), commencing at [02:00 pm](#), in conjunction with Invitation for Bids [VA251-12-B-0060](#). Attendance log is attached.
2. Introduction of Government personnel was conducted consisting of Leland Ruedel, VA Contracting and Gary Smith, VA Engineering.
3. Contracting Specialist [Leland Ruedel](#) reviewed the Invitation for Bids as follows:
  - a. [Plans and specifications will be available on www.fbo.gov \(FBO\)](#). No full size drawings are available unless they are absolutely required.
  - b. Magnitude of project is [between \\$2,000,000 to \\$5,000,000](#).
  - c. After Notice to Proceed is issued to successful offeror, project has a performance time of [\(240\)](#) calendar days.
  - d. A Site Visit will be held immediately after this pre-proposal conference at the construction site and conducted by the COR.
  - e. When amendments are issued they will be posted to [www.fbo.gov](#) (FBO) solicitation website. [Any revised or new plans will also be sent to interested parties in an email correspondence within 5 business days after the RFI deadline. This should allow for sufficient time to prepare your bids.](#) The portal is not required for a project of this size magnitude.
  - f. Payment and Performance bonds are required for this project equal to 100% of the contract amount if the award amount exceeds \$100,000 and are due no later than 10 calendar days after notice of award. If less than \$100,000 award but greater than \$30,000, only a Payment Bond will be required. Under \$30,000 no bonds are required. A bid bond or other form of acceptable bid security is also required in 20% of the bid amount. Failure to provide a bid bond or security is automatic cause for rejection of bid. It was further explained that SDVOSB firms need to exercise caution if entering into indemnity agreements or other 'partnering' with larger firms as these arrangement could jeopardize their size status. Referred bidders to CFR 121.103 for further information.
  - g. Liquidated damages do not apply to this project.
  - h. Warranty of Construction clause is incorporated and applies to this project.
  - i. The most current wage determination is incorporated into the solicitation. The most current wage determination will be made part of the resultant contract.
  - j. Safety measures are always a part of Government contracts. Be sure to be familiar with not only all federal safety requirements but also safety requirements to this particular facility. A safety plan will need

to be provided to the Safety Officer via the COR along with 10 hour OSHA training certificates for employees and 30 hour training certificates for superintendents (or evidence of equivalent training).

k. Responsibility and past performance checks will be done for low bidder prior to award.

l. IFB procedures were reviewed as follows:

- i. Email technical questions in RFI format to the Contracting Specialist. Form is posted with the solicitation. Deadline for submission of RFIs is [May 29, 2012 at 4:00pm \(local time\)](#).
- ii. All RFI questions and answers will be posted via amendment and submitted electronically to FBO under the solicitation.

m. SF 1442 was reviewed showing contractors the proper procedure to complete the offer section. It was also pointed out the need to mark the bid envelop in the lower left hand corner with the solicitation number and the time and date of bid opening with the header 'Sealed Bid'.

n. All contractors were encouraged to complete their online Representations and Certifications at <http://orca.bpn.gov>. If not, they will have to submit written Reps and Certs with their bid.

o. Bidders were instructed to provide there federal tax ID number with their offer.

p. The solicitation provisions were briefly discussed and bidders encouraged to read the solicitation, specifications, and drawings fully and completely.

q. Succesful bidder will have various registrations to complete including e-verify, Contractor Performance System, etc. See solicitation for details.

4. Bids currently are due [NLT June 8, 2012, 2:00 pm EST](#). Offerors can either hand carry, FedEx, UPS, etc. Faxed, emailed, Western Union, or other telegraphic means of delivery is not authorized for proposals. Bid envelopes must be properly marked in the lower left hand corner with the solicitation number, the project title, and the date and time of the bid opening. The solicitation indicates a [180](#) day bid acceptance period. Providing less than a [180](#) day bid acceptance period will be cause for rejection of bid.

5. A pre-performance conference will be held prior to the start of work with the successful bidder.

6. The project scope was verbally reviewed by COR [Gary Smith, VA Engineering](#).

7. With the conclusion of the pre-proposal conference, a site visit was held at the construction location as follows:

a. Contractors will be allowed to view the area, take photographs, etc. for proposal purposes.

b. Contracting Specialist [Leland Ruedel](#) directed contractors to submit questions seeking clarification on specs or drawings in writing via the RFI process.

8. Questions from attendees:

[N/A](#)

9. Pre-bid conference and site visit concluded at approximately [2:55 PM](#).



Leland Ruedel  
Contracting Specialist